



## The City of Stafford

2610 South Main St. Stafford, TX 77477

### CODE COMPLIANCE TECHNICIAN

DEPARTMENT	Police Department	FLSA STATUS	Non-Exempt
REPORTS TO	Lead Code Compliance Tech	LEVEL	1
CLASSIFICATION			
STRUCTURE	Code Compliance	GRADE	4
DATE OF POSTED	April 25, 2018	SALARY RANGE	\$35,680 - \$53,520
APPLICATION DEADLINE	Open Until Filled	SUBMIT APPLICATION TO:	HUMAN RESOURCES <a href="mailto:employment@staffordtx.gov">employment@staffordtx.gov</a>

**POSITION SUMMARY:** The purpose of this position is to ensure compliance with city codes and ordinances through coordination of the abatement of violations. An individual in this position will serve as a Code Enforcement Officer, coordinate activities related to the enforcement of City Codes on property maintenance, residential, commercial, signage, and health. The Lead Code Enforcement Officer provides assistance to the Lead Code Compliance Technician, and has frequent interaction with other City employees and the public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The below statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

- Performs food establishment inspections, enforces compliance with applicable codes, ordinances, plans, permits and/or regulations
- Schedules and conduct inspections to ensure compliance with City Codes and Ordinances; document discrepancies; write reports; communicate results of inspections and conduct follow-up inspections
- Investigate reports of code violations; generate code violation letters and citations as needed; document violations; communicate status with citizens
- May attend court to provide testimony related to the prosecution of code violations
- Locate, remove, and dispose of illegal signs; and write citation for illegal signs



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- Maintains and updates data, records, files and relevant documentation related to assignment areas; conducts basic research; collects data and prepares activity logs and reports
- Coordinates with other departments, agencies or organizations for special events, projects or initiatives; review and approve requests for special events in the City
- Must be able to work in a team environment
- Dependability, reliability, good attendance required
- Coordinates the training of personnel; oversee the review of all sign permit applications
- Performs other duties of a similar nature and level as assigned
- Subject to 24 hour recall: The City reserves the right to require an employee in this position to work overtime including during emergency situations (defined as any natural or man-made disaster that may or may not necessitate the relocation of City personnel or citizens). In the event of an emergency and/or a required evacuation, the incumbent may be required to remain at work to provide needed services or perform essential duties for the benefit of the general public including services or duties different from those performed in the normal course and scope of the position.

**KNOWLEDGE, SKILLS & ABILITIES:** To perform in this position successfully, and individual(s) must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Applicable Federal, state and local laws, codes, regulations and/or ordinances
- Basic inspection principles, practices, and procedures
- Code enforcement techniques
- Customer service principles
- Safety principles and safe work practices
- Specialized equipment relevant to area of assignment
- Modern office technology and equipment
- Ability to communicate technical concepts to technical and non-technical audiences
- Interpreting and applying applicable laws, codes, regulations and standards;
- Conducting inspections and monitoring safety hazards or compliance concerns;
- Reading and interpreting plans, specifications and/or applicable technical documentation;
- Identifying and responding to compliance violations and safety concerns;



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- Determining severity of compliance violations;
- Preparing and issuing notices, citations or warnings;
- Preparing and maintaining data, records, files, logs and reports;
- Coordinating with other departments or organizations.

**EDUCATION, EXPERIENCE AND TRAINING (Certification/Licensure):** The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

**Education / Related Work Experience:**

High School Diploma, GED or equivalent, and two (2) years of related experience in assigned area of responsibility, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Four (4) year degree with thirty (30) hours of science preferred

**Training (Certification/Licensure):**

- Valid Texas Driver's License.
- Texas Certified Basic Code Enforcement Officer license
- Registered Code Enforcement Certification

**ADA AND OTHER REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions.

- Position typically requires: balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Employee may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, travel and environmental conditions such as disruptive people, imminent danger or a threatening environment.
- Employee may be exposed to inclement weather conditions when performing duties.
- May be required to work evenings and/or weekends.

**The City of Stafford is an Equal Opportunity Employer**